

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JUNE 11 – 15, 2012

MONDAY, JUNE 11, 2012

- | | | |
|-------------|---------------------------------------|---|
| *10:00 a.m. | Transportation Coordinating Committee | GB Metro Transportation Ctr.
901 University Avenue |
| *5:30 p.m. | Special Administration Committee | Room 200, Northern Building
305 E. Walnut Street |
| *6:00 p.m. | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, JUNE 12, 2012

- | | | |
|-------------|--|---|
| *11:15 a.m. | Nicolet Federated Library System Executive Committee | Shawano City/County Library
128 S. Sawyer St., Shawano |
| *11:45 a.m. | Nicolet Federated Library System Board of Directors | Shawano City/County Library
128 S. Sawyer St., Shawano |
| *5:30 p.m. | Library Board - Informational Renovation Meeting | Kress Family Branch Library
333 N. Broadway, De Pere |

WEDNESDAY, JUNE 13, 2012

(No Meetings)

THURSDAY, JUNE 14, 2012

- | | | |
|------------|--|---|
| *9:00 a.m. | Fire Investigation Task Force Board of Directors | Allouez Fire Department
135 Dauphin Street |
| *5:15 p.m. | Human Services Board | Bd. Rm. A, Sophie Beaumont
111 N. Jefferson Street |

FRIDAY, JUNE 15, 2012

(No Meetings)

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, June 11, 2012

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Sandy Popp	_____
Brandon Cooper	_____	Cole Runge	_____
Pat Finder-Stone	_____	Mary Schlautman	_____
Chris Hasselbacher	_____	Julie Tetzlaff	_____
Kathy Hillary	_____	Derek Weyer	_____
George Jackson	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Patty Kiewiz	_____	Vacant – BC Exec.	_____
Byia Martin	_____	Vacant – BC Board	_____
Barbara Natelle	_____	Vacant – BC Human Svcs	_____

ORDER OF BUSINESS

1. Approval of the March 12, 2012, Transportation Coordinating Committee meeting minutes.
2. Discussion of a possible transportation fare increase by the Lakeland Chapter of the American Red Cross.
3. Discussion of concerns about services provided by LogistiCare.
4. Discussion of the use of paratransit tickets.
5. Round robin discussion about paratransit service.
6. Other matters.
7. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON FRIDAY, JUNE 8, 2012, SO THAT ARRANGEMENTS CAN BE MADE.

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Kris Schuller, Vice Chair

David Steffen, Thomas De Wane, Tim Carpenter

SPECIAL ADMINISTRATION COMMITTEE

Thursday, June 11, 2012

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**** NOTE DATE AND TIME ****

- I. Call to order.
 - II. Approve/modify agenda.
-
1. Resolution re: To Approve the Amended and Restated Pledge and Security Agreement and the Addendum to the 1999 Cooperation Agreement.
 2. Such other matters as authorized by law.

Steve Fewell, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Wetzel, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, June 11, 2012

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of May 7, 2012, Special May 9, 2012 and Joint Executive Committee and Education & Recreation Committee May 22, 2012.

Appointments

1. Appointment of Supervisor Sieber, Supervisor Buckley and County Board Chairman Moynihan to Facility Master Plan Subcommittee.

Communications

2. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. *Referred from May County Board.*
3. Communication from Supervisor Hopp re: Engage in discussion, formulation, and negotiation with the City of Green Bay to provide County Employees a reduced rate annual parking permit, to be utilized in the downtown Green Bay parking ramps upper levels. *Ref from May Cty Bd.*
4. Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. *Referred from May County Board.*
5. Communication from Supervisor Steffen re: Nomination signature threshold for candidates seeking the office of County Supervisor to lower to 50 and 100 signatures. *Ref from May Cty Bd*
6. Communication from Supervisor Steffen re: Eliminating access to health and dental insurance by Brown County Supervisors. *Referred from May County Board.*
7. Communication from Supervisor Van Dyck re: Supervisor Health Insurance and Dental Insurance (see handout attached).
8. Communication from Supervisor Hoyer re: Resolution expressing the Brown County Board of Supervisor's support for locating the Medical College of Wisconsin in the Green Bay area.
9. Communications from Supervisor Haefs re:
 - a) Request that the Brown County Board of Supervisors seek a Declaratory Judgment on the legality of supervisors buying health insurance, and
 - b) Request that the Brown County Board of Supervisors seek a Declaratory Judgment on the legality of supervisors buying health insurance for the 2012/2013 term under the terms, rates and conditions of the policy passed by the County Board at the Nov. 7, 2011 meeting (50%/55% policy), and
 - c) Request the Executive Committee send a motion to the County Board on whether or not board members can buy health insurance directly, and
 - d) Request that the Executive Committee send a motion to the County Board on whether or not board members can buy health insurance for 2012/2013 term under the terms, rates and conditions of the policy passed by the County Board at the Nov. 7, 2011 meeting (50%/55% policy).
10. Communication from Supervisor Erickson re: Supervisor Health and Dental Insurance for 2012 and 2013. *Referred from May County Board.*

Referred from Administration Committee

11. Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *Feb Motion: To refer back to staff to come up with a plan and recommendations of what is needed to be adopted, possible funding mechanisms and a priority list of what is needed to be repaired in a chronological order and bring back in 60 days; May Motion: Refer to June Meeting. Item referred back to Executive Committee as per the County Board 3/21/2012.*

Referred from Public Safety Committee

12. Review and approve an Exchange of Services Agreement between the Oneida Tribe of Indians and Brown County, in regard to a Public Safety radio communications tower and site. *Motion at Public Safety: To approve the Exchange of Services Agreement between the Oneida Tribe of Indians and Brown County for parcel HB678 with the modification to add Federal Court to Number 21 D; Motion at May County Board: To adopt.*

Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

Reports

14. **County Executive Report.**
 - a) Brown County Veterans Memorial Complex Deferred Maintenance Planning Executive Summary. *Feb Motion: To refer back to staff to come up with a plan and recommendations of what is needed to be adopted, possible funding mechanisms and a priority list of what is needed to be repaired in a chronological order and bring back in 60 days; May Motion: Refer to June Meeting.*
15. **Labor Attorney Report.**
 - a) Brown County Employee Handbook.

Vacant Budgeted Positions (Request to Fill)

16. Administration – Budget Coordinator - will vacate 6/15/12.
17. County Clerk – Elections Specialist – vacated 5/25/12.
18. Human Resources – Payroll Specialist – vacated 6/1/12.
19. Public Works – Highway – Business Coordinator – vacated 6/8/12.

Resolutions, Ordinances

20. Resolution re: the Reclassification of the Director of Port and Solid Waste Position. *Motion at PD&T: To hold for one month for additional comparable.*
21. Resolution re: Change in Table of Organization Public Works Department – Operations Division Operations Manager. *Motion at PD&T: To approve.*
22. Resolution to Approve the Amended and Restated Pledge and Security Agreement and the Addendum to the 1999 Cooperation Agreement.
23. Resolution re: Adopting a Policy regarding the Hiring of Brown County Employees.
24. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Austin Straubel International Airport Employees.
25. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Corrections Officers.
26. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Highway Department Employees.
27. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Neville Public Museum Employees.
28. An Ordinance to Amend Chapter 4 of the Brown County Code Entitled “Personnel Rules and Regulations”.

Other

29. Such other matters as authorized by law.

Tom Lund, Chair

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a meeting of the **Executive Committee** of the Board of Trustees of the Nicolet Federated Library System will be held on **Tuesday June 12, 2012, at 11:15 a.m.** at the **Shawano City/County Library, 128 S. Sawyer St, Shawano, WI.**

Executive Committee Members:

Denise Bellmore
Cheryl Maxwell
Marsha Hoeffs
Gina Reinardy
Rosetta Stern

Other Board members: Agenda for your information.

AGENDA

1. April 10, 2012 informational meeting notes. (No Quorum)
2. Review of the NFLS 2011 audit by Tom Karman of Schenck, SC.
3. Audit Services for 2013.
4. Other Business.
5. Adjourn.

Denise Bellmore
NFLS Board President

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.
Please call 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920-448-4410 at least two days prior to the meeting so that arrangements can be made.

Enclosure: April 10, 2012 informational meeting notes

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, June 12, 2012 at 11:45 a.m.**, at the **Shawano City/County Library, 128 S. Sawyer St, Shawano, WI.**

Please call Denise at 920-448-4410 by Monday, June 11, whether you will or will not attend the meeting. We need to know if there will be a quorum present and to plan for lunch. (There will be an Executive Committee meeting prior to the regular meeting.) A carpool will leave at 10:00 a.m., from the Fleet Farm West parking lot nearest the Fleet Farm gas station.

Let us know if you will carpool and if you can provide transportation to Shawano, and how many passengers can travel with you. Lunch will be served at noon with the NFLS board meeting immediately following.

AGENDA

1. Welcome & Tour of the Shawano City/County Library – Kristie Wilson.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. April 10, 2012 minutes.
6. Reports:
 - 6.1 President – Denise Bellmore
 - a) Executive Committee Report
 - 6.2 Treasurer - Marsha Hoefts
 - 6.3 Director – Mark Merrifield
 - 6.4 Member Library Report – Kristie Wilson
7. Audit Report – Tom Karman, Schenck.
8. Review and approve NFLS Plan.
9. Relinquishing the NFLS meeting room in 2013.
10. New business.
11. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.
Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:
Minutes: 4/10/12
Rev & Exp March
2012 Audit Report
NFLS Plan
Director's Report

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194
PHONE: (920) 448-4400 Ext. 351
FAX: (920) 448-4364

TERRY WATERMOLEN
PRESIDENT, LIBRARY BOARD OF TRUSTEES
WEBSITE: www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD


Central Library Renovation Informational Meeting for County Board Supervisors

**Note Location:
Kress Family Branch Library
333 N. Broadway, De Pere, WI 54115**

**Tuesday, June 12, 2012
5:30 p.m.**

AGENDA

1. Approve/modify agenda
2. Central Library Renovation
3. Such other matters as are authorized by law.
4. Adjournment


**Terry Watermolen
President**



Notice is hereby given that action by committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Brown County Board; Brown County Ed & Rec Committee; and/or Brown County Library Board may attend this meeting, resulting in a majority or quorum of such board or committee. This may constitute a meeting of the Brown County Library Board for purposes of discussion and information gathering relative to this agenda.

Have you considered remembering the Friends of the Brown County Library in your will or estate?

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, June 14, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of March 15, 2012.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
 - A. Disposition of Case Proceedings.
 - B. Review Bylaws and Operating Guidelines.
- ITEM #6. New Business.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board
Brown County Fire Investigation Task Force

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6005 Fax (920) 448-6126

Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD

Thursday, June 14, 2012

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of May 10, 2012 Human Services Board Meeting.
4. Executive Director's Report.
5. Mental Health Access Policy Development Issues: Steps & Outcomes
6. Financial Report.
7. *Community Treatment Center Statistical Update.
8. *Bellin Hospital Statistical Update.
9. *Contract Update.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: The following are attached as written reports:*

1. *Community Treatment Center Statistical Update*
2. *Bellin Hospital Statistical Update*
3. *Contract Update*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.


Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.





JUNE 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	Public Safety 5:30 pm	Ed & Rec 5:30 pm	8	9
10	Spec Admin 5:30 Executive Cmte 6:00 pm	12	13	14	15	16
Father's Day 	18	Vet's Recognition 5:15 pm	Board of Supervisors 7:00 pm	21	22	23
24	Land Con 6 pm Plan Dev & Trans 6:30 pm	26	Human Svc 6:00 pm	Admin 5:00 pm	29	30



JULY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3		Ed & Rec 5:30 pm	6	7
8	Executive Committee 6:00 pm	10	11	12	13	14
15	16	Vet's Recognition 5:15 pm	Board of Supervisors 7:00 pm	19	20	21
22	Land Con 6 pm Plan Dev & Trans 6:30 pm	24	Human Svc 6:00 pm	Admin 5:00 pm	27	28
29	30		31			

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (May 24, 2012)
- Aging and Disability Resource Center Executive Committee (May 24, 2012)
- Fire Investigation Task Force (March 15, 2012)
- Planning Commission Board of Directors (April 4, 2012)
- Veterans Recognition Subcommittee (May 15, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

May 24, 2012

PRESENT: Keith Pamperin, Pat Hickey, Beth Relich, Joan Swigert, Pat Finder-Stone, Bill Clancy, Barb Robinson, Marvin Rucker, Donajane Brasch, Libbie Miller

EXCUSED: Steve Daniels, Lisa Van Donsel, Tom Diedrick

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Mary Schlautman, Sandy Groeschel, Tina Whetung, Diana Brown, Denise Misovec, Jake Sweeney, Bob Glejf, Robin Stanton

PLEDGE OF ALLEGIANCE.

ADOPTION OF AGENDA: Mr. Pamperin amended the agenda by adding agenda item 11-A Receive and place on file the Executive Committee's Report. Sup. Clancy moved and Ms. Finder-Stone seconded to adopt the agenda noting the above noted amendment. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 26, 2012: Ms. Finder-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of April 26, 2012. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

- A. **REVIEW AND APPROVAL OF THE APRIL 2012 FINANCE REPORT:** Ms. Bowers reported no expense or revenue irregularities. At this time we are expensing and drawing revenues as predicted.

Ms. Bowers is working on fine tuning the Financial Report by adding some new columns in the future. These would include columns for monthly Current Year to Date Budget, Revenue Variable Trends, Medical Assistance Capture, and Program Donations. This will allow evaluation of budget targets and comparisons.

Ms. Miller moved and Ms. Hickey seconded to approve the April 2012 Finance Report. **MOTION CARRIED.**

- B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board Members reviewed the Restricted Donations of \$4,000 in memory of Lynn Komisarek: \$1,000 for the Medical Loan Closet and \$3,000 for the Information & Assistance Department.

Ms. Miller moved and Ms. Hickey seconded to approve the Restricted Donations. **MOTION CARRIED.**

REPORT OF REGIONAL ADVISORY LONG TERM CARE COMMITTEE: Ms. Finder-Stone reported that she, along with Ms. Hickey and Ms. Van Donsel, represented Brown County on the ADRC Regional Advisory Long Term Care Committee. Following is a brief outline of the topics they discussed along with comments:

PACE: We do not have PACE in Brown County.

PARTNERSHIP: We do not have Partnership in Brown County. This program combines acute medical services and long term care services.

FAMILY CARE: There are large staff turnovers and lot of paperwork. There is a huge concern about services being discontinued and transportation is an issue.

- IRIS: The general feeling was that the budget allocations were not sufficient. The advantage is that you can hire your own workers.
- The ADRC: This was a very positive discussion. Homebound Meals was a big strength. Transportation continues to be an issue. The Benefit Specialist Program is critical, value added service. One gentleman summed up the ADRC with the 4 Cs: Communication, Collaboration, Commitment & Consideration.

Ms. Finder-Stone noted that a more detailed report would be forthcoming from the state. Mr. Pamperin thanked Ms. Finder-Stone and Ms. Hickey for volunteering to represent Brown County. Ms. Van Donsel was not present.

AGING UNIT PLAN AND LISTENING SESSIONS: Ms. Christianson thanked the board members for attending the Listening Sessions. Some of the themes that came to surface at these sessions included:

- ❖ How individuals rely on family for support but don't consider family members as caregivers
- ❖ People want to be connected
- ❖ People want to stay active
- ❖ The rural communities are self-reliant and feel disconnected
- ❖ People want their privacy
- ❖ Transportation is an issue
- ❖ Older people want to give back to the community
- ❖ People don't know where to call to get connected

Ms. Christianson noted that this was a nice gathering of information that will be a contributory factor in preparing our Aging Unit Plan and a report will be forthcoming.

NEW CURATIVE – FEE RESTRUCTURE DISCUSSION: Ms. Christianson noted that since the April Board Meeting, regarding NEW Curatives Fee Restructuring, an all-day meeting was held with GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.) and Barb Robinson had e-mailed Jim Schmidtkofer from The Bureau on Aging and Disability Resources at the state for technical assistance. Ms. Christianson referenced the document Strengthening the "Aging Network Issues Brief: Older Americans Act Cost Sharing" that was distributed in the board packet. Title III Grant Dollars (Federal Older Americans Act Funding) only allows certain programs to have a sliding fee scale; however, this must be approved throughout the state. A sliding fee scale can only be based on income and no verification of information is allowed. If a consumer is unable to pay, the program is not allowed to collect and must allow the consumer to continue in the program. The administrative burden to put in place a sliding fee would outweigh the benefit of minimal increased revenue.

Ms. Misovec, from NEW Curative, gave a brief overview of the current NEW Curative Adult Day Care Programs. She referred to a handout she had prepared tracking the daily attendance in each of the programs and the average length of stay. The increase in the numbers served this year indicates the community is in need of these services. She went on to explain that the concept of these programs is to provide a place to come together with others while providing meaning and purpose to their day. These Day Care Programs provide homebound meals, transportation to the program, bathing, and hair care.

Ms. Brown, from NEW Curative, reported that they are asking clients to donate \$25 per day. 64% of the people donate the \$25 per day giving Curative 57% of what they are asking for. However, they are still looking at a \$180,000 deficit. NEW Curative intends to continue to keep the Title III funds they currently receive from the ADRC and they are evaluating how they might also impose a sliding fee scale. They are looking at several options to do this. One solution could be to maintain one of the day programs as a donation based service with Title III funds and have a sliding fee scale in the other three programs. One of the difficulties is identifying which specific programs will be a donation program and which will be a fee for service model. Another solution could be to designate a certain amount of slots

in each program as donation slots; however, how do they make this fair and equitable. Ms. Brown stated that the Curative Board feels they should be asking people to pay in order to sustain the programs. This could mean Curative could have 3 types of programs: those that are fee for service, programs that are on a sliding fee scale and programs that are simply donation. Curative needs to decide on a model. NEW Curative's board will decide how and when they will implement this new model.

2013 BUDGET PROCESS, CALENDAR AND REQUESTS: Ms. Christianson collected the pink survey that was in each board members packet. These will be tallied and a notice will be mailed out as soon as a date for the July meeting has been set.

Ms. Christianson drew board members attention to the 2013 Budget Workplan included in the board packet. She explained that budget packets and levy targets would not be distributed until June 28th and our budget must be approved by our board sometime between then and July 16th when budget submission meetings begin. This is the reason for combining the June and July Meetings into one meeting the second week in July. She noted that she is already working on all elements and components of the budget collecting information that will be used to prepare our 2013 Budget.

ARAMARK CONTRACT DISCUSSION: Mr. Pamperin noted that the issue for discussion is the ADRC's dissatisfaction with the quality of food being provided by Aramark for our Homebound Meal Program. Jake Sweeney, Director of Operations with Aramark for 15 years, Bob Glejf, Food Service Division, and Robin Stanton, General Manager, represented Aramark at today's meeting to discuss this issue.

Mr. Sweeney began by expressing how very humbled they are today for the quality of food they have been providing and the mistakes that have occurred are unacceptable. He agreed that they have failed and they can't explain issues like outdated milk. The strategies they are putting in place to correct some of the issues include adding 2 more staff. This would mean 2 more sets of eyes to check quality, numbers and serving sizes. They have also changed some forms that now require signatures. Mr. Sweeney offered an option that could be considered in the future. Aramark could pack the food in Oliver trays so they would know the portions are correct. This would also save the ADRC time. Another possibility is if a product was not satisfactory they would consider crediting the invoice. Mr. Sweeney expressed their desire to have another opportunity to work on this contract and revisit the situation again, in perhaps another 30 days.

Mr. Pamperin noted that there has been a considerable amount of correspondence documenting some of the same errors, outdated milk and moldy buns. He questioned why we should believe that this won't continue. Mr. Glejf's response was that Aramark has put in place new forms that require signatures for more quality control, and they are sending extra product. He went on to say that in these instances of moldy buns and outdated milk, the product was replaced before any of it reached the end consumer. Mr. Sweeney remarked that there are no excuses and he wouldn't attempt to offer any because it would be insulting. Ms. Miller remarked that we are concerned about the quality continuing after the 30 days. Mr. Sweeney stated that if the ADRC would agree to another 30 days and mistakes were made in the future; Aramark would back out of the contract in a professional manner.

Mr. Pamperin asked how they would deliver in a timely manner. The response was that additional employees would be taking on some of these delivery issues. Ms. Swigert asked if they had training issues. They assured us that they do have checks and balances in place but perhaps they need to be modified. Mr. Glejf and Mr. Sweeney stated that they will make every effort to correct the delivery times. Mr. Sweeney noted that they have other contracts both in Wisconsin as well as around the country and they realize that both Aramark's and the ADRC's reputations are on the line. They will also be committed to working harder on the menu options to make the product satisfactory.

Mr. Pamperin affirmed that our Homebound Meal Program serves the most needy and we cannot continue to tolerate this. He went on to say that we want to partner with Aramark but in order to make this work, we need a quality product. We will expect that Aramark will stay in communication with the

ADRC, deliveries will be on time, and the quality of the product will be good to excellent. He reaffirmed that the ADRC wants to make this work. Mr. Pamperin also informed the representatives from Aramark that the ADRC Executive Committee had met earlier this morning and will be making their recommendation to the full board that we expect this situation to substantially improve, will be consulting with Corporation Counsel on the matter of the contract, and will be authorizing the Director to give the required notice of termination if things do not improve within 30 days.

RECEIVE AND PLACE ON FILE THE EXECUTIVE COMMITTEE'S REPORT: Mr. Pamperin reported that the Executive Committee met earlier this morning, discussed the Aramark Contract, and are recommending that the board authorize Ms. Christianson to consult with Corporation Counsel as to how to proceed with the minimum 30 day notice of termination of the contract.

Ms. Miller moved and Ms. Finder-Stone seconded that the Executive Committee recommends that the ADRC Board authorize the Director, Devon Christianson, to proceed with a minimum 30 day notice of termination of the Aramark Contract, in accordance with the terms of the contract, following consult and guidance of Corporation Council. **MOTION CARRIED.**

FAMILY CARE UPDATE: Ms. Christianson cited no current updates to report; and, we are waiting to see how the state is going to expand Family Care. At this time the target for us is the first quarter of 2014.

DIRECTOR'S REPORT: Ms. Christianson informed board members that a thank you letter was sent to Troy Streckenbach on their behalf for the commitment and support of Carolyn Maricque and Wendy Charnon in assisting with the moving of our agency onto the Logo's System.

She also noted that a plant had been sent to Mr. Diedrick from the ADRC Board of Directors and he thanks everyone for that.

- A. Ms. Christianson stated that she is charged with providing board members with Annual Reports for their perusal. The yellow narrative included in the board packet is the ADRC's Long Term Care in Motion Report which provides information on all of Wisconsin's Long Term Care Programs.

The pink narrative included is from ORCD (Office of Resource & Community Development). This is a statewide report on all ADRCs and Family Care.

- B. Ms. Christianson reminded board members that the ADRC of Brown County, along with the ADRC of Waukesha County has been participating as a pilot on Options Counseling. Included in that pilot has been increasing I & A staff skills in Motivational Interviewing. We have been working with Dr. David Rosenthal on Motivational Interviewing Research. Motivational Interviewing is identified as a strategy that addresses ambivalence within a consumer. Someone who is "stuck" and struggles to move forward on tough decisions like accepting services or moving out of a home. This strategy is well suited to Options Counseling as decision support is a critical element of that service. Our staff has spent hours in trainings, exercises, self-assessments, consumer surveys, role playing on Motivational Interviewing. The research done by Dr. Rosenthal concluded that the consumer felt we were really listening and engaging in their situation. This was a very positive outcome.

LEGISLATIVE UPDATE: Sup. Clancy reported that at this time the County Board is getting into the budget and focusing on the repair of some of the county buildings.

ANNOUNCEMENTS:

- Mr. Pamperin informed Board Members that Mr. Diedrick was currently a resident at Manor Care West and would welcome visitors, phone calls and/or cards.
- Ms. Finder-Stone encouraged everyone to be sure to vote.

NEXT MEETING DATE: The next meeting will be focusing on the 2013 Budget and will be held sometime during the second week in July. Board members will be receiving a notice in the mail as soon as the date has been set.

ADJOURN: Ms. Miller moved and Ms. Hickey seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE
COMMITTEE MEETING**

May 24, 2012

PRESENT: Keith Pamperin, Donajane Brasch, Libbie Miller

EXCUSED: Tom Diedrick

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,
Sandy Groeschel

PLEDGE OF ALLEGIANCE.

Vice-Chairperson Pamperin called the Executive Committee to order at 7:30 a.m. on Thursday, May 24, 2012.

ADOPTION OF AGENDA: Ms. Miller moved and Ms. Brasch seconded to adopt the agenda.
MOTION CARRIED.

APPROVAL OF THE MINUTES OF THE MARCH 20, 2009 MEETING. Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of March 20, 2009. **MOTION CARRIED.**

REVIEW AND RECOMMENDATION ARAMARK CONTRACT: Committee members had previously been sent copies of all correspondence, Aramark's Summary of Performance Log and the Comments/Issues Log covering the period of time between January 1 and May 15, 2012 prepared by Ms. Groeschel, the ADRC's Nutrition & Volunteer Coordinator, for their perusal.

Ms. Groeschel reported that on Friday, May 18, 2012, she had received a call from our Home Bound Meal Packaging Site that Aramark had delivered 200 cartons of milk with an expired date on them. On Monday, May 21, 2012 Aramark delivered moldy buns dated May 11, 2012. After working with Aramark to provide us with acceptable meals during a particular week, these types of things are still happening. Our concern is that they have no check and balance in place on the food leaving for delivery and that one of our clients will become ill. Ms. Groeschel stated that this is the third time we've addressed these concerns and we are only 6 months into a 3 year contract.

Ms. Christianson also sent a return/receipt letter inviting Aramark to attend the ADRC Board Meeting being held at 8:30 this morning; and, she received no response until 4:15 yesterday afternoon. She was informed that Aramark was putting some things in place and had come up with several options. Ms. Christianson encouraged them to come to the Board Meeting if they were going to make a proposal.

Ms. Christianson stated that she has been in touch with Barb West, Risk Manager at the county level, who has contacted Corp. Council. Board members reviewed contract language as well as Older Americans Act Regulations. After reviewing all of the information provided to the committee members in the board packet, it was the consensus of the committee that we have bent over backwards to try to make this work and the quality of the meals is still unacceptable. Not only has our staff had to scramble to attempt to fix some of these issues; but, our management hours to stay on top of things have been escalating.

Ms. Miller moved that the Executive Committee recommend that the ADRC Board of Directors authorizes ADRC's Director, Devon Christianson, to proceed with a minimum 30 day notice of termination of the contract in accordance with the terms of the contract following consultation and direction from Corporation Counsel. **MOTION CARRIED.**

SUCH OTHER MATTERS AS ARE ALLOWED BY LAW: None

ANNOUNCEMENTS: None

ADJOURN: Ms. Miller moved and Ms. Brasch seconded to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 8:23 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on March 15, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Todd Delain, Neil Cameron, Tom Vandenack, Kevin Tielens, Tom Hendricks, Glenn Deviley, Mike Nieft, Brad Muller, Karl Fleury, Robert Kiser, David Lasee

Excused: Rick Davidson, John Gossage, Robert Goplin

Absent: Larry Mours, Jim Arts, Derek Beiderwieden, Eric Dunning, Ed Janke, Nick Craig, Kevin Heimerl, Larry Wilson

Item #1. Adoption of Agenda.

Motion was made by Vandenack and seconded by Fleury to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of December 15, 2011.

Motion was made by Muller and seconded by Delain to approve the minutes of the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

12-29-11 2027 Velp Ave., Howard (business/accidental)
12-30-11 305 S. Wall St., Denmark (business/accidental)
01-08-12 2580 Dunbar Ln., Green Bay (residence/accidental)
02-03-12 5327 CTH K, New Franken (shed/arson)
03-09-12 4264 Lark Rd., Morrison (barn/under investigation)
03-11-12 605 St. George St., Green Bay (multi-family/under investigation)
03-14-12 249 Grand Ave., Denmark (garage/accidental)

Item #4. Report of General Membership President.

Muller reported that the last General Membership was on March 1, 2012. The IAAI spring conference is June 5-7, 2012, in Stevens Point. New gas cards for the Task Force's use from Shell and Kwik Trip. A rough update was given on the truck. Joe Gabe went to National Fire Academy school and brought back information on the BATS case management program. Went through the report forms, camera equipment, that the truck is to be put back in service after a call, the lead investigator on scene is responsible to make assessment, evidence collection and chain of custody,

and where to store pictures. Muller stated that he should be given an update on a fire investigation by the next morning. At the February investigators meeting, intern call-out protocol was reviewed. The next General Membership meeting is May 31, 2012, at the Bellevue Fire Department.

Item #5. Old Business.

A. Dispositions of Case Proceedings.

Matthew Lemberger was arrested on federal charges for the December 2010 arson to his business in Denmark.

B. Review Bylaws and Operating Guidelines.

Muller and Kiser will get together and review the bylaws and operating guidelines for changes and updates.

Delain reported that the Brown County Board of Supervisors requested an estimate from the Brown County Highway Department to fix the truck, and they gave an estimate of \$2,832.50.

Item #6. New Business.

Muller reported that he received two intern applications from Pulaski firefighters Gregg Staszak and Kevin Bryfczynski. Stephanie Thomas from the Green Bay Police Department backed out as an intern. Motion was made by Vandenack and seconded by Nieft to approve Staszak as an intern. **Motion carried.** Motion was made by Cameron and seconded by Vandenack to approve Bryfczynski as an intern. **Motion carried.**

Discussion was had about criminal background checks being conducted on Task Force investigators. Motion was made by Cameron and seconded by Nieft to conduct a criminal background check on an annual basis on Task Force fire investigator and intern applicants to make sure there is nothing that will impede their ability to become a fire investigator or intern with the Task Force. **Motion carried.** Muller will add something to the bylaws and to the application in reference to this.

Muller stated that interviews were done in February for the open fire investigator position and that the interview committee recommended Greg Steenbock as the new investigator. Motion made by Muller and seconded by Vandenack to approve Steenbock as the new fire investigator. **Motion carried.**

Muller passed out the 2011 Task Force fire investigation statistics as well as the investigator/intern statistics. The fire investigation unit was called out to 33 fires in 2011.

Delain reported that the Public Safety Committee ordered the sheriff's office to take possession of and maintain the fire investigation truck at the sheriff's office. He said he will see if he can find some kind of vehicle through the federal surplus program. It was also suggested that the sheriff contact our senator in Washington, D.C., about an ATF vehicle no longer in use that we could have.

Item #7. Report of Juvenile Firesetter Program Coordinator.

Nick Craig was not present.

Item #8. Other Matters.

No other matters were discussed.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for June 14, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

Item #10. Adjourn.

Motion was made by Muller and seconded by Delain to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, April 4, 2012
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Pat Kolarik	<u>X</u>
James Botz	<u>Exc</u>	Jack Lewis	<u>Exc</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>Abs</u>
Norbert Dantine, Jr.	<u>X</u>	Ken Pabich	<u>Exc</u>
Ron DeGrand	<u>X</u>	Gary Pahl	<u>X</u>
Bernie Erickson	<u>X</u>	Mike Soletski	<u>Exc</u>
Mike Fleck	<u>Exc</u>	Alan Swatloski	<u>Exc</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Mark Handeland	<u>X</u>	Jerry Vandersteen	<u>Abs</u>
Phil Hilgenberg	<u>X</u>	Tim VandeWettering	<u>X</u>
Dotty Juengst	<u>Exc</u>	Dave Wiese	<u>X</u>
Tom Katers	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Chuck Lamine, Peter Schleinz, Cole Runge, Lori Williams, and Lee Novak (Robert E. Lee & Associates Inc.).

1. Approval of the minutes of the March 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by B. Erickson, to approve the minutes as presented. Motion carried unanimously.

2. **Public Hearing:** Sewer service area (SSA) amendment proposing the addition of 196.0 acres to the Hobart SSA in two areas and Brown County Planning Commission staff recommended addition of 97.4 acres to the Hobart and Howard SSA along a state highway. (SSA 2012-02 HOB)

P. Schleinz opened the public hearing at 6:33 p.m. He provided a PowerPoint presentation depicting the three areas proposed to be added and noted that Lee Novak from Robert E. Lee & Associates Inc. was here tonight representing the petitioner if there were any questions he could address. P. Schleinz asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

3. Sewer service area (SSA) amendment proposing the addition of 196.0 acres to the Hobart SSA in two areas and Brown County Planning Commission staff recommended addition of 97.4 acres to the Hobart and Howard SSA along a state highway. (SSA 2012-02 HOB)

P. Schleinz stated that Areas A and B of this amendment would provide sewer service to proposed commercial and residential developments. Area A is located at the north end of Hobart and includes approximately 183 acres and Area B is located at the south end of Hobart and contains approximately 12 acres. Brown County Planning Commission staff is recommending that Area C, which encompasses 97.4 acres of STH 29 right-of-way in the

villages of Hobart and Howard, be added to the SSA. Adding Area C to the SSA will not have any impact on the acreage allocation for Hobart or Howard.

B. Erickson asked what the advantage was of adding Area C.

P. Schleinz replied that currently it looks like there is an error on the map. Adding this area will make the map cleaner and will create a more understandable SSA boundary.

A motion was made by G. Pahl, seconded by R. DeGrand, to approve the SSA amendment proposing the addition of 196.0 acres to the Hobart SSA in two areas and Brown County Planning Commission staff recommended addition of 97.4 acres to the Hobart and Howard SSA along a state highway. Motion carried unanimously.

4. Tentative timeline for the Southern Brown County Environmental Impact Statement (EIS) for a new Fox River crossing and connecting arterial streets.

C. Runge stated we have been working on the EIS for the last five years and on the southern Fox River crossing since 1996.

C. Runge explained the tentative timeline for the EIS as follows:

- **Step 1: Distribution of the Draft EIS to WisDOT Northeastern Region staff for review.** Distribution date: March 16, 2012.
- **Step 2: Draft EIS review by WisDOT Northeastern Region staff.** Target review completion date: April 6, 2012.
- **Step 3: Incorporation of WisDOT Northeastern Region staff comments, distribution of revised Draft EIS to WisDOT Central Office (Madison) staff, and review by WisDOT Central Office staff.** Target review completion date: April 27, 2012.
- **Step 4: Incorporation of WisDOT Central Office staff comments, distribution of revised Draft EIS to FHWA staff, and review by FHWA staff.** Target review completion date: May 18, 2012.
- **Step 5: Incorporation of FHWA comments and distribution of revised Draft EIS to federal and state agencies, local communities, and the public for review.** Target distribution date: May 25, 2012.
- The EIS Lead Agencies (FHWA, WisDOT, and the BCPC) will make a joint bridge and arterial street corridor location recommendation after the FHWA comments are incorporated into the Draft EIS. The joint location recommendation will be made before the revised draft is distributed to the federal and state agencies, communities, and public for review.
- **Step 6: Draft EIS public hearing:** Summer of 2012.
- **Step 7: Final EIS developed:** Fall/early winter of 2012.
- **Step 8: EIS Record of Decision:** Early 2013.

C. Runge announced that based on the findings of the EIS development process to this point, BCPC staff recommends that the Rockland Road/Red Maple-Southbridge Road corridor option be selected as the preferred location for a new Fox River crossing and arterial street corridor. BCPC staff is making this recommendation because of the belief that the Rockland Road/Red Maple-Southbridge Road option satisfies the project's purpose and objectives more thoroughly than the other construction and non-construction options that were studied.

B. Erickson stated that once the EIS is completed, there is still no money for the bridge so it may not be built until sometime in the future.

C. Runge replied that the target year for the bridge is 2020. We are planning to apply for state and federal funds to help us pay for construction of the bridge and connecting street segments; however, there will be some responsibility by the county and the affected communities. We will try to minimize the local financial responsibility as much as we can by obtaining funds through the state and federal governments.

D. Wiese asked if there are any obligations from the agencies for the assigned target review dates to be met.

C. Runge replied they have agreed to these dates but there is no obligation. He stated that the agencies are reviewing the document separately, not simultaneously, because they want to build on each others comments.

P. Blindauer asked if the recommended option would include an interchange at US 41.

C. Runge answered we are not recommending a specific alternative at this point; we are just identifying a preferred location for the corridor through this EIS process. As a separate effort, we are looking to see if we can justify a connection to US 41 through the Interstate Access Justification Report.

G. Pahl asked if the communities are keeping the land open along this corridor.

C. Runge replied yes. The right-of-way for this corridor has been officially mapped by all of the communities since 1999 or 2000.

M. Handeland asked who is responsible for obtaining the land at the end of GV where there is no road.

C. Runge noted that M. Handeland is referring to the farm field area between where GV meets X and where PP meets Rockland Road. The county would need to purchase the right-of-way from the landowners. There would likely be a cost share with the affected community to purchase the right-of-way.

P. Blindauer asked if the archeological results revealed anything for the preferred location.

C. Runge replied that there is one potential site that may be eligible for the National Register of Historic Places. The site is far enough south of the right-of-way that we don't expect this will be an obstacle.

G. Pahl asked what the cost sharing is between the county and the community.

C. Runge replied that if there is no grant funding to offset the cost of a segment, it is typically 50/50 for a major project.

N. Dantine asked if we have informed Lawrence and Ledgeview so they are aware of this and can budget for this in the future.

C. Runge responded that the communities are aware of our corridor recommendation at this point. In addition, when the Highway Department puts together its 6-year plan, it is done in coordination with the affected communities.

W. Clancy asked if there are any projections on what the traffic count would be on the bridge in 2020 and if the bridge would relieve stress on other bridges.

C. Runge replied that the projection for the year 2035 is 25,000-30,000 vehicles per day. We are projecting that the bridge would provide relief to the downtown De Pere bridge as well as some relief to the STH 172 bridge.

P. Blindauer asked if the draft document is available on the Internet.

C. Runge replied it is available on the Transportation page of Planning's website. He said if the timeline changes from what was provided, the Board of Directors will be informed. He thanked the Board of Directors for their patience throughout this process and for trusting and enabling staff to proceed with it.

C. Lamine expressed his appreciation to C. Runge for completing the draft document and for the immense amount of time he has spent on this project.

A motion was made by S. Grenier, seconded by G. Pahl, to receive and place on file the tentative timeline for the Southern Brown County Environmental Impact Statement (EIS) for a new Fox River crossing and connecting arterial streets. Motion carried unanimously.

5. Director's report.

C. Lamine said Brown County has a Revolving Loan Fund (RLF) Program that is funded through State of Wisconsin Community Development Block Grants for Economic Development. The Village of Howard and City of De Pere also have an RLF Program for their communities as do several other counties and communities throughout Northeast Wisconsin. The funds from these programs provide loans to businesses for startups or expansions which, in turn, create jobs and additional tax base within the county. The state (Wisconsin Economic Development Corporation) is asking the counties to combine all of their block grant funds into a regional fund for Northeast Wisconsin. An advantage to combining the funds into a regional fund is that it would provide counties and communities access to a larger pool of money to loan to businesses. C. Lamine stated he has attended meetings already with the northeastern counties and communities and he will be meeting with representatives from Howard and De Pere tomorrow to discuss this cooperative effort further.

C. Lamine stated the Wisconsin Department of Administration is looking at combining the Housing Program funds that provide housing assistance to low-income individuals. Six districts would be created throughout the state. One district would include Northeast Wisconsin counties with a guaranteed \$1 million dollars in the pool for the district. One county from the district would need to administer the program and would be eligible to receive approximately \$150,000 per year in administrative expenses. Some of these administrative funds would, most likely, be spent on contracted services for assistance in administering the program; however, some of these grant funds would be able to be retained by our department if Brown County is determined to be the lead county for the

consortium. We will continue to meet with the other counties in the district to further evaluate this initiative.

C. Lamine announced that Assembly Bill 303, to remove the requirement for comprehensive planning, did not pass at the State Senate committee level.

A motion was made by P. Blindauer, seconded by T. Katers, to receive and place on file the Director's report. Motion carried unanimously.

6. Brown County Planning Commission staff updates on work activities during the month of March 2012.

There were no questions or comments regarding the staff updates on work activities.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

7. Other matters.

G. Pahl said that he received an answer from A. Schuette to the question he had at the last meeting regarding crop damage insurance payments and the Working Lands Initiative. Crop damage insurance payments cannot be counted toward the \$6,000 per year gross farm revenue requirement for farmland preservation plan tax credits because it would be a payment for crop losses, not for revenue from producing a crop.

8. Adjourn.

A motion was made by G. Pahl, seconded by R. DeGrand, to adjourn. Motion carried unanimously. The meeting adjourned at 7:15 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
April 4, 2012**

March 2012 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Provided an update to the Facility Master Plan Subcommittee regarding efforts to sell the former Brown County Mental Health Center building the evening of March 15.
- Met on two occasions with the Corporation Counsel staff, Principal Transportation Planner, Brown County Highway Commissioner, and representatives of the Village of Bellevue and Town of Ledgeview to discuss the CTH GV project.
- Attended two meetings to coordinate future activities of the Brown County 25 x 25 Energy Committee.
- Conducted a field visit of the County Farm property to evaluate environmental and utility issues for future development of the site.
- Attended the March 28 Green Bay/Brown County Professional Football Stadium District meeting.
- Met with representatives of the Green Bay/Brown County Professional Football Stadium District to discuss development of policies for an Economic Development Fund for the district.
- Worked on developing specific personnel rules for the Planning and Land Services (PALS) Department for compliance with Chapter 4 of the Brown County Code of Ordinances.
- Assisted with loan review on three economic development loans through the Brown County Economic Development Revolving Loan Fund (RLF) program including approval of a loan to MetJet Airlines and Stay-N-Play Child Day Care.
- Participated in a free training webinar sponsored by the American Planning Association (APA) concerning planning ethical responsibility to social equity.
- Attended the Advance Municipal Issues Committee meeting on March 1.
- Attended a meeting with representatives of Advance, City of De Pere, and the Village of Howard to discuss pooling the Brown County RLF program with other loan fund programs in Northeast Wisconsin to create a larger regional economic development RLF program.
- Completed a Brown County RLF loan closing for Stay-N-Play Child Day Care.
- Attended the March 21 County Board meeting to listen to testimony and the debate regarding the KI Convention Center, CTH GV, and to address any questions related to PALS Department agenda items.
- Participated in time management software and personnel evaluation training with other PALS managers.
- Attended twice per month Planning division staff meetings.
- Attended PALS Department managers meetings.
- Continued preliminary financial feasibility analysis of developing a Tax Increment District to finance the demolition of the former Mental Health Center building and development of a business park on the County Farm property.
- Attended the Brown County Housing Authority to provide information regarding a proposed veterans housing project at the Mental Health Center site.
- Chaired the March 14 meeting of the Brown County Land Information Council.
- Met with a UWGB Student interested in a career in planning.

- Participated in staff discussions regarding a potential regional CDBG Housing Program through the Wisconsin Department of Administration.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed information for an Environmental Impact Statement (EIS) Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration (FHWA). Also facilitated the meeting.
- Met with representatives of the Advance Municipal Issues Committee to discuss the status of the EIS and US 41 Interstate Access Justification Report (IAJR).
- Wrote an EIS chapter that examines the possible impacts of the bridge and arterials project on recreational and historic properties. Also developed maps for the EIS in conjunction with the County Planner I (GIS/Transportation).
- Finished writing the first full draft of the EIS, worked with the PALS Administrative Coordinator to format the draft document, and distributed the draft document to WisDOT Northeastern Region staff for review. Also developed a tentative EIS completion timeline and distributed it to the EIS Stakeholder Committee.
- Presented the tentative EIS completion timeline to the Howard, Hobart, Ashwaubenon, Lawrence, and Oneida Nation (HHALO) group at its March meeting. Also answered questions from the meeting participants.
- Met with representatives of Brown County and Bellevue to discuss the CTH GV project.
- Met twice with the County Senior Planner and County Planner I (GIS/Transportation) to discuss preparing a model site design review ordinance and best practices guide. Also reviewed and commented on a draft of the guide's first section. The ordinance and guide are being prepared for communities to use to create bicycle- and pedestrian-friendly developments.
- Per the town request reviewed and commented on Ledgeview's draft sidewalk plan.
- Developed the agenda and other materials for the March meeting of the Brown County Transportation Coordinating Committee (TCC). Also chaired the meeting.
- Met with Green Bay Metro staff to assess Metro's new Automatic Vehicle Location (AVL) system.
- Collected and analyzed additional information about injury crashes that occurred in Brown County between 2000 and 2010.
- Participated in a webinar from the American Planning Association (APA) about ethical responsibility to social equity.
- Conducted a BCPC member orientation session with the County Principal Planner.
- Wrote a letter of support on behalf of BCPC/MPO staff for a federal State of Good Repair grant application. The application is being developed by Green Bay Metro.
- Participated in a second time management software training session with other PALS managers.
- Participated in staff discussions regarding ESA amendment processes pursuant to new DNR wetland regulations and redefined Brown County ESA buffers.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Coordinated Brown County's Farmland Preservation Plan process with the Department of Agriculture, Trade, and Consumer Protection (DATCP).
- Attended a meeting at the Town of Lawrence regarding the Working Lands Initiative on March 13.

- Attended a meeting at the Town of Wrightstown regarding the Working Lands Initiative on the evening of March 20.
- Provided information related to the Brown County's Working Lands Initiative process to Waupaca County.
- Coordinated with the State of Wisconsin Department of Administration – Division of Housing regarding a CDBG-Housing funding workshop on March 28 at the Central Library.
- Met with a UWGB student regarding the planning profession.
- Continued to administer the Energy Efficiency and Conservation Block Grant (EECBG) program and began the grant close-out process.
- Met with the Brown County Energy Oversight Committee regarding energy projects and future vision.
- Distributed, reviewed, and approved plats and certified survey maps (CSMs).
- Continued working on the Wisconsin Coastal Management grant funded ESA/Shoreland Zoning toolkit for Brown County.
- Completed draft Transportation, Economic Development, Housing, Utilities and Community Facilities, and Agricultural, Natural, and Cultural Resources chapters of the Eaton Comprehensive Plan update.
- Reviewed CSMs and plats for environmentally sensitive areas (ESAs).
- Worked with property owners and developers regarding ESAs.
- Reviewed the draft Village of Howard Comprehensive Plan.
- Prepared a scope of services to the Town of Green Bay for an area plan around the Marian Shrine.
- Assisted Brown County property owners and municipalities with questions related to the Wisconsin Working Lands Initiative.
- Coordinated with AECOM, EPA, WDNR, and the property owner regarding a Phase II environmental site assessment at the Wery property in Pulaski.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 10 new certified survey maps (CSMs). Completed review of five CSMs.
- Completed review of one preliminary subdivision plat and one final subdivision plat.
- Responded to one private and two public Water Quality Letter requests.
- Completed one environmentally sensitive area (ESA) amendments.
- Completed two sewer service area (SSA) amendments.
- A Village of Denmark SSA amendment to remove 164.3 acres of SSA and to add 213.7 acres to the SSA was petitioned to allow future residential, business, and industrial development in areas that can be served by the local wastewater treatment plant. Areas proposed for removal were located outside of the services areas for the plant. The amendment was reviewed by the BCPC Board of Directors on March 7, 2012, and submitted to the WDNR Bureau of Water Quality for approval in March 2012.
- A Village of Hobart amendment to add 196.0 acres of SSA in two areas was petitioned to allow future development of the Centennial Centre Business Park and an area near Packerland Drive for commercial and residential uses. BCPC staff also recommends that an additional 97.4 acres of STH 29 right-of-way in Hobart and Howard be added because of a missing area on the map that, when viewed close up, appears to be a gap error on the map. BCPC staff recommendation has no impact on acreage allocations for Hobart or Howard.
- A Village of Howard minor ESA amendment to provide an updated ESA line for two residential lots in Baer Creek Estates.

- Developed solutions for ESA and SSA inquiries in the Town of Glenmore, Town of Holland, Village of Howard, and City of De Pere.
- Town of Glenmore and Town of Holland inquiries regarding ESAs on CSMs.
- Village of Howard inquiries regarding process to amend ESAs to reflect new 2011 restrictions.
- City of De Pere inquiry regarding the ability to place a public walkway within an ESA. Discussed need to go around ESA and options/steps needed to pass through an ESA.
- City of De Pere inquiry regarding ESAs that are known to exist but are not identified on a recorded plat. Coordinated enforcement agent contacts for protection of ESAs, which included WDNR.
- Continued the development of an update to the Brown County All-Hazard Mitigation Plan. Updates related to demographics and risk assessment issues. Meetings were held with staff and a subcommittee in January and February. A draft of the plan is proposed to be complete by September 2012.
- Continued the development of a model site plan ordinance for pedestrian and bicycle connectivity. The project is being developed with graphics that will help explain proposed ordinance requirements. The model is being designed for use by communities in the urbanized areas of Brown County.
- Utilized an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Completed data collection effort and began writing the draft *2012 Green Bay Metro Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues will be examined.
- Began identifying urban and rural roadways that may qualify for a functional classification change as a result of modified traffic volume/land use and/or by the new 2010 Urban Area Boundary which will be established later in 2012. Began developing justifications for proposed changes.
- Submitted to FHWA, FTA, and WisDOT an administrative modification to the *2012-2016 Transportation Improvement Program*. The modification includes the addition of \$657,000 in federal funds for the US 41 highway expansion project in Brown County.
- Reviewed first and second issues of Green Bay Metro's new *Quick Trip Planner* application and made recommendations for improvement.
- Reviewed proposed federal and state legislation that may affect funding levels for Brown County, urban area municipalities, and Green Bay Metro.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Viewed webinar entitled *Ethical Responsibility to Social Equity* hosted by APA.
- Attended *Verbal Judo* seminar presented by a Sheriff's Department representative. The seminar was designed for Brown County employees who may deal with difficult customers.

- Attended mandatory employee benefits session sponsored by the Human Resources Department.
- Completed overview of Kronos with Payroll Department staff member. Kronos is the county's new mandatory timecard application.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on March 12. Recorded and wrote minutes.
- Attended the Green Bay Transit Commission meeting on March 18.
- Participated in the Brown County Planning Commission Board of Directors meeting the evening of March 7. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Completed the Census Boundary Annexation Survey.
- Coordinated and held a Land Information Council meeting.
- Coordinated and held a GIS Coordinator meeting between Green Bay, Ashwaubenon, De Pere, and Suamico.
- Worked with the Purchasing Manager to produce a Request for Proposals (RFP) to obtain proposals from vendors to complete another GIS layer of historic aerial photos.
- Continued to assist with the Survey Indexing project (helped produce and review RFQs and met with the Survey Coordinator and Purchasing Manager).
- Provided several new 911 "Geo" data refreshes to Public Safety.
- Assisted the Zoning division with an inventory of private onsite wastewater treatment systems.
- Modified the outdoor warning siren GIS layer and produced a new map on the web site.
- Assisted Public Safety with some data related to the Radio Interoperability Study.
- Coordinated with Information Services on various needs related to the department.
- Met with UW Sea Grant and floodplain managers in conjunction with our Zoning staff to discuss the coastal hazards project.
- Changed police jurisdictions for the southern part of Ashwaubenon.
- Produced a custom map for the District Attorney.
- Produced a custom map for the Solid Waste Department.
- Provided a custom list of streets and address ranges for the Village of Hobart.
- Assisted various municipalities with other GIS needs (Bellevue, De Pere, Humboldt, Hobart, Ashwaubenon, and others).
- Provided GIS data and maps to various customers including Mead & Hunt, Foth, Robert E. Lee & Associates, American Transmission Company, Sure-Site, Micokey, CQM, First American Core Logic, UWGB, various local assessors, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Completed 3D renderings of four site scenarios depicting pedestrian-friendly site design for a model ordinance being created by the Senior Planner for the STP-Urban grant.
- Began researching sustainable transportation performance measures to possibly be included in new transportation plans.
- Continued working with the Principal Transportation Planner on the Brown County Environmental Impact Statement (EIS) for the southern bridge and arterial. Numerous maps were created and finalized to be included in the draft EIS document.

- Completed new maps for the Ledgeview Comprehensive Plan update.
- Trained the Senior Planner on how to edit the new environmentally sensitive area layers in GIS.
- Began working on updating the Metropolitan Green Bay Brown County Street map.
 - Updated broken layers.
 - Began automating the street name index.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended a Brown County employee meeting on March 1.
- Attended the Land Information Council meeting on March 14.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, May 15, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jerry Polus, John Walschinski, Jim Haskins, Duane Pierce, Delores Pierce, Rosemary Desisles, Carl Soderberg, Sherry Steenbock, John Maino
EXCUSED: Bernie Erickson, Joe Witkowski, Troy Ness

**Running Total of Veterans' Certificates: 1251

1. Call Meeting to Order.

The meeting was called to order by Jerry Polus at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY ROSEMARY DESISLES TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of April 17, 2012.

A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY JOHN WALSCHINSKI TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

At this time Jerry Polus introduced a guest, Carl Soderberg. Mr. Soderberg is a field representative for Congressman Reid Ribble. Polus explained the purpose and history of this Subcommittee to Soderberg and outlined some of the activities the Subcommittee is involved in such as Veterans Day activities, Military Appreciation Day at the Fair and recognition certificates.

5. Discussion Regarding Military Appreciation Day at Brown County Fair.

Polus stated he would like to have the agenda for the event developed by the June meeting to be sure it is compatible with the band and the Veterans Meet and Greet group activities. Ron Van Dyke of the Fair Board will be invited to the June meeting to go over the agenda as well. Any final adjustments to the agenda can be handled at the July meeting. Polus also stated that he would like to have a draft of the poster and tickets completed by the June meeting for the Subcommittee's review. Upon approval the posters and tickets will be printed and distributed to area veterans' organizations, subcommittee members, the Job Center, VA Clinic and ADRC.

Polus asked for an update from the group that attended the meeting with the Meet and Greet group. Duane Pierce stated that the Meet and Greet group will have their tables set up from noon until 8:00 p.m. Pierce also stated that he and Jim Haskins will handle the door prize distribution and they were thinking of doing this between 3:00 and 5:30 p.m. Rolling Thunder will then do their table ceremony at 6:30 p.m. and the band is scheduled to play from 7:00 to 8:00 p.m. The band will take care of their sound check earlier in the afternoon. Polus also stated that Bernie Erickson was able to get 12 tickets to the Hall of Fame donated by the Packers. Members of the subcommittee will take the band to the Hall of Fame and out for lunch prior to them doing their sound check.

Polus stated that the program will start at approximately 6:30 p.m. with County Executive Troy Streckenbach saying a few words, followed by Bernie Erickson and then the table ceremony which will be followed by presentation of the colors and then the band performance. John Maino said that he will be available to act as emcee. Maino also stated that he would be able to have some patriotic music loaded onto an iPod to be played in the tent if needed.

6. Report from CVSO Jerry Polus and Discussion Regarding Company Store and Need to Reorder With Possible Action.

Polus stated that his office is now fully staffed as they have re-hired a former employee whose job had previously been bumped. He also stated that one of his staff members will be out for two months on maternity leave. He stated that his office has been very busy lately and they have been seeing a lot of people from the 432nd. Polus also reported that he needs to place an order for more tee shirts and mugs.

MOTION MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ORDER THREE DOZEN TEE SHIRTS AND TWO DOZEN MUGS FOR THE COMPANY STORE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Polus concluded by reporting that Veterans Court is going very well and there are currently three vets in the program. Polus thought that this number would increase to about 7 - 9 by month end. Court is held on Friday afternoons.

7. Report from Committee Members Present (Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).

-Jim Haskins – reported that he had seen an ad on television that Golden Corral continues to support Camp Corral, a week long camp for children of soldiers who have been injured or killed while serving. Haskins also recently saw that active vets can get a free pass to all National Parks on Armed Forces Day with a military id card.

-John Walschinski – reported that Duck Creek VFW Post 7534 will have their Memorial Day ceremony on May 28 at Memorial Park at 8:00 a.m. There will also be a service at St. John's Cemetery and a parade will begin at 10:00 a.m. at St. John's Church which will proceed to Velp Avenue and then to Riverview for a ceremony at Duck Creek Cemetery. Food and beverages will be available at the VFW following the parade. Walschinski also reported that a two acre parcel of land across from the VFW Post is being developed into a Veterans Memorial Park.

-Sherry Steenbock – reported that three new certificates have been mailed out. She also stated that she had spoken with Dave Behrendt regarding the date for the WIXX radio show for Veterans Day and the date still has not been decided but Behrendt will get back to her once the decision is made.

-John Maino – reported that he is working on the City Stadium 5K Run for the Wounded Warriors Softball Team on September 8, 2012. The run will start and finish at City Stadium. The Wounded Warriors Softball Team is a group of young men who are all amputees from Iraq and Afghanistan. They will be playing in Fond du Lac on July 7 and Maino encouraged the subcommittee to attend if they could as it is an amazing team.

Maino also reported that he had been at a funeral recently for a Vietnam vet and Brown County Sheriff's Deputy, Pat Gilson, and he asked the subcommittee to remember his family in their thoughts.

-Rosemary Desisles – reported that the bid to host the National 101st Airborne Convention in Green Bay had been lost, however, the Old Abe Chapter will still be holding a two day convention in Green Bay next summer and she will keep the subcommittee advised of what role we can play in that event.

-Jerry Polus – reported that the NWTC auto repair program had donated a car to the Veterans Office. It is a 2002 Dodge Neon and will replace the old Crown Victoria they have been using for the past 12 years.

-Duane Pierce – reported that he had seen a blurb that Veterans will be admitted to the Botanical Gardens on Memorial Day at no charge. He also stated that DVA will be doing their regular Memorial Day Ceremony behind the Museum at 8:00 a.m. and then will march in the De Pere Parade. He also reported that the American Legion Post will be doing a ceremony at Heritage

Hill at 10:00 a.m. and finally the United Patriotic Society will be doing their ceremony on Memorial Day at Flatley Park at 5:00 p.m.

8. Such Other Matters as Authorized by Law.

Carl Soderberg reported that he had recently attended the dedication of an apple orchard in Keshena on the primary school property. The orchard was dedicated to a Menominee Nation veteran who had served in WWII and was also a tribal elder and master gardener.

9. Adjourn.

A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY JIM HASKINS TO ADJOURN AT 5:41 p.m. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary